

GTA Board Meeting Minutes

June 25, 2012

County Square, 301 University Ridge, Greenville, SC
Conference Room FBoard Members in Attendance:

Mr. Matt Carter, Treasurer
Mr. Trey Fouché, Asst. Chairman
Mr. David Mitchell, Chairman
Mr. Jason Tankersley
Mr. Jan Williams

Staff in Attendance:

Lorrie Brown, Administrative Assistant
Greg Baney, Transit Planner/Grants Manager
Steve Chastain, Transit Operations Superintendent
Mark Rickards, Transit Director

Others in Attendance:

Keith Brockington, GPATS Planner
Karen Crawford, City Comptroller
Richard Walton, Greenville News Reporter

Absent Board Members

Ms. Pat Dilger

The meeting was called to order at 12:00 noon by Mr. David Mitchell, Chairman.

Quorum established.

Welcome and Introductions

Approval of May 21, 2012 Board Meeting Minutes:

A motion to approve the May 21, 2012 Board Meeting Minutes was made by Mr. Matt Carter. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.

Committee Reports

Development Committee Report (Given by Mr. Trey Fouché, Asst. Board Chairman):

- The Committee met on June 18th with all members in attendance.
- An update of Footloose which occurs in October was given by Ms. Pat Dilger regarding what she, the City and other partners including CUICAR hope to do regarding this event. She requested that money be set aside as a safety net in order to move ahead in publicizing Footloose which includes a Park and Ride for Fall for Greenville. The Committee would like to offset costs through sponsorships. Mr. Fouché asked that this item go to the Finance Committee for discussion. The Committee approved moving it forward.

Mr. Carter stated that the Finance Committee discussed Footloose and questioned whether Footloose should be included in the yearly budget. The Finance Committee would like to see that someone follows through with the idea of raising funds. The Committee recommended setting money aside in the event that the money is not raised. However, the Committee would like to see an effort made towards onsite donations which could be as informal as having a five gallon bucket which states donations are welcome or something more formalized. They want to see an effort this year towards attempting to raise funds with the Board acting as the safety net.

A motion was made by Mr. Trey Fouché to set aside \$4,000 from the Board account as a safety net with the idea that sponsors and other income revenues will be pursued. The recommendation was seconded by Mr. Matt Carter. No opposers. The motion carries.

- Discussed the recommendation from Mr. Jan Williams that the GTA Board move to positive majority voting. This was sent to Legal for review and Legal responded with an email which was shared with the Development Committee. Legal had real concerns with moving to a positive majority since board members could potentially manipulate the system. Mr. Williams had initially felt this change could be on an as needed basis; however after reading the email from Legal he felt voting should be by positive majority at all times. The Committee did not take a vote. Ms. Dilger was not in favor of voting by positive majority. Mr. Fouché has concerns of voting by positive majority when voting on the budget. He asked that this topic remain on the Development Committee agenda as old business before the Committee makes a definitive decision.

Chairman Mitchell also had concerns and expressed his desire to vote by quorum as it currently stands which is important when we have limited board attendance. He noted that this change would require a change in our bylaws. It was noted that board members now have the option to vote by proxy on specified topic(s). A proxy vote must be written and express that the member voting by proxy is knowledgeable about the topic being voted on and specifies how the member is voting. In order to accept a proxy vote, there must be a quorum of the board in attendance of meeting. Voting by proxy is very specific in the bylaws.

- Chairman Mitchell and others met with Disability Action Center representatives; however, he was unable to attend the Development Committee Meeting to provide an update.

Mr. Mitchell stated that he, Phil Robey and Shelia Schmitt met with a representative of the Disability Action Center. DAC still had concerns about drop-offs and pick-ups at Wal-Mart. However this is private property issue and we cannot tell business owners what to do as it relates to modification of their property. They want us to drop off in front of Wal-Mart at the front door, but there are safety concerns and it slows down the route. DAC has asked Wal-Mart to build sidewalks. There are two shelters in front of Wal-Mart, but there are no sidewalks. We changed the Haywood route to assist them and have done all we can do to accommodate them.

- Projects and Grants update was given.

Finance Committee Report (Given by Mr. Matt Carter, Treasurer):

- A statement of our financial stability was given. Revenue is better than expected and expenses are lower than expected. Fuel and tire costs are up. We expect fuel costs to come down. Invoices were submitted for approval.

June 2012 GTA Finance Board Invoices

Date	Company	Description	Invoice #	Amount	
5/9/12	ARC	Artwork materials for Transit Center	616585	784.13	3
5/31/12	ARC	Artwork materials for Transit Center	624345	82.00	3
5/16/12	City of Greenville	GTA Board Contract – April 2012	74386	276,813.10	1
5/18/12	Froehling & Robertson, Inc.	Soil test for Transit Center Renovation Phase III project	71257	730.00	3
5/31/12	LS3P Neal Prince	Design services – Transit Center Phase III Bike Station	27163	3,158.25	3
4/10/12	SC BC Insurance Reserve Fund	GTA Annual Premium 2011 – 2013 3 rd Quarterly Payment	IRF# 1302316	39,392.00	1
7/10/12	SC BC Insurance Reserve Fund	GTA Annual Premium 2011 – 2013 3 rd Quarterly Payment	IRF# 1302317	39,392.00	1
5/31/12	SC DHEC	UST Annual Fees for Fiscal Year 2013	UI71634-0	400.00	1
Total				\$360,751.48	

1 The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.

2 The invoice relates to JARC/New Freedom grant

3 The invoice relates to the Transit Center Renovation Phase III project, 80% grant funds, local match provided by City.

The Finance Committee recommends approval of total invoices in the amount of \$360,751.48 pending the availability of funds. A second is not required since this is a recommendation from the Finance Committee. A vote is taken. There are no opposers. The recommendation carries.

- The Triennial Review which occurs every three years has begun.

The Finance Committee recommends to the full board approval of the purchase order to replace the bus which burned at a cost of approximately \$57,725 which will be reimbursed at 90% with the local match coming from the insurance check. Since this is a recommendation from the Finance Committee, a second is not required. A vote is taken. There are no opposers. The recommendation carries.

- The Finance Committee also discussed moving to a positive majority vote which was proposed by Mr. Jan Williams.

- Footloose was also discussed.

Management Report (Given by Mark Rickards):

1. Steve Chastain has been certified as a CDL third party administrator. His final certification will come in a couple of weeks. This will be a big asset to Greenlink/GTA.
2. The General Manager position has been changed to Transit Operations Manager. It has been posted on the City website. It will also be posted on TransitTalent.com which is a national search. Mr. Rickards stated he will be taking an active role in the transit management side. The revised position will define operations, be in charge of the drivers, the transit center and assist him in planning. He and Greg Baney will be doing more planning oversight. Steve Chastain will continue to work with the drivers. This position will also do various performance reports. He plans to have a new organizational chart, and he is working to establish a clear chain of command.
3. A Driver's meeting was held with HR informing them of compensation changes based on equity adjustments as a result of the study the City had conducted on all positions. The adjustments will become effective July 1. Staff was available to answer questions.
4. He will be attending a City Council meeting tonight, and he will attend future City Council meetings. He has a meeting scheduled with the Mayor on July 16. From the feedback he is getting, he feels City Council is very supportive of GTA. The Retreat has been discussed. He was not able to attend the TASC Board Meeting which took place in North Charleston.
5. He will be giving Al Babinicz with Clemson Area Transit a call in the next couple of weeks to discuss GTA and Clemson. He and staff met with senate and congressional delegation staff members regarding the Census issue. He has a legislative report from Washington; they left for the weekend without making any progress on the transportation bill. If nothing gets resolved, there will be an extension of SAFETEA-LU. Senator Eric Cantor from Virginia is hopeful that there will be a conference report. Senator Barbara Boxer from California and Representative John Mica from Florida have gotten together and think they can get something done by July 1. If this happens, we will not have to depend on continuing resolutions at the funding level.
6. He will be attending a Youth Commission meeting at Cleveland Park on 6/26/12.
7. He will be looking at route structure.
8. The Greenville News has contacted him regarding doing a story on him.

Other items and Comments:

- The bus shelter on E. North Street in front of the cleaners has not been replaced. The bus shelter on Pleasantburg Drive outside of Publix needs to be replaced as well. The two Orchard Park shelters were completed a couple of weeks ago.
- Mr. Carter requested an action item task list to go along with the Marketing Plan which has completion dates. Mr. Fouché suggested including the report given to the Development Committee in the Board Package.
- Chairman Mitchell requested a report on the Board Retreat be completed by staff.
- Mr. Mitchell asked that as a Board Member's term ends a letter of appreciation be sent to them. Staff was asked to draft a letter for Al Gray and have Lorrie Brown order a plaque for Mr. Gray.

A motion was made by Trey Fouché to adjourn. The motion was seconded by Mr. Matt Carter. No opposers. The motion carries.

Prepared by: Lorrie Brown Date: 7-23-12
Lorrie Brown, Greenlink Administrative
Assistant

Approved by: David A. Mitchell Date: 8-30-2012
Mr. David Mitchell, GTA Board Chairman